



STANDARDS OF APPRENTICESHIP
adopted by

**WESTERN WASHINGTON LATHING, ACOUSTICAL & DRYWALL SYSTEMS &
THERMAL INSULATION INSTALLERS APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u> <u>DOT and/or SOC</u>	<u>Term</u>
ACOUSTICAL APPLICATOR	860.381-010	3 YEARS, 3900 - 6000 HOURS
GYPSUM DRYWALL SYSTEM INSTALLER/ RESIDENTIAL DRYWALL APPLICATOR	842.361-030	3 YEARS, 3900 - 6000 HOURS
INSULATION APPLICATOR	869.664-014	2 YEARS, 2600 - 4000 HOURS
LATHER	842.361-010	3 YEARS, 3900 - 6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 16, 1987
Initial Approval

JULY 21, 2006
Committee Amended

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Standards Amended (review)

OCTOBER 21, 2005
Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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THERMAL INSULATION INSTALLERS APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

A. Acoustical Applicator, Gypsum Drywall System Installer/Residential Drywall Applicator, and Insulation Applicator:

All of the following Counties: King, Snohomish, Skagit, Whatcom, Island, San Juan, Clallam, Jefferson, Pierce, Kitsap, Mason, Thurston, Grays Harbor, Lewis, and that portion of Pacific county north of a straight line made extending the north boundary line of Wahkiakum County to the Pacific Ocean.

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B. Lather:

All of Western Washington from Longview east to the crest of the Cascades, north to the Canadian border, west to the Pacific Ocean.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Applicants shall meet the following minimum qualifications:

Age: **Be at least 17 years old.**

Education: **Not Applicable**

Physical: **Be physically able to perform the work of the trade.**

Testing: **Science Research Associates, Inc. (SRA) Reading Test
Test and Motivational Development, Inc. (MDI) Math Test
Drug Test (Washington Drug Free Service)
Physical Agility Test (WorkSTEPS)**

Other: **If an applicant was previously canceled from this program for non-compliance, one year must pass before the applicant will qualify for re-entry. After that year has passed, said applicant must then take all entry tests during a scheduled testing period.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

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A. Selection Procedures:

1. **Application for acceptance in the program is available to anyone. All necessary application forms are available at the Western Washington Lathing, Acoustical & Drywall Systems & Thermal Insulation Installers Apprenticeship Committee (LADS) office located at Renton Technical College, Building A, 3000 NE 4th Street, Renton, WA.**
2. **An application file will be complete when all the following documentation has been received at the Apprenticeship office:**
 - **Completed application form**
 - **Picture identification**
 - **Proof of age**
 - **Results of the following tests with passing grades:**
 - **Math (minimum score of 60%)**
 - **Reading (minimum score of 60%)**
 - **WorkSTEPS Physical Agility (pass/fail)**
 - **Drug test (pass with a negative reading; 2 dilutes equal positive test)**
3. **Upon successful completion of application file requirements, the applicant will be placed in a pool of eligible candidates. To remain in this pool, they must either contact the apprenticeship office in writing or come into the office to sign in each month. Successful candidates will be registered from the pool on a “first in, first out” basis. Unavailable candidates will be passed over pending next dispatch.**
4. **EXCEPTIONS:**
 - a. **An employee of a non-signatory employer not qualifying as a Journey level person when the employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications.**
 - b. **An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals**

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entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications.

- c. **Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
- d. **Graduates of Job Corps may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
- e. **UBC journey-level workers may request a change or revision of their classification and/or a change from their apprenticeable occupation to another related occupation and may receive direct entry into the apprenticeship program for that occupation, provided that said applicant can document work hours in a UBC craft, equal to or exceeding the minimum hours required by these standards to be a journey-level worker in the selected occupation. Applicants who are UBC registered apprentices and wish to change their craft must have a minimum of 1000 hours of employment in the craft of their existing apprenticeship. The minimum qualification of these Standards must also be met.**
- f. **Employees of an employer, who has not signed a collective bargaining agreement and wishes to have their employees trained, may receive direct entry into the apprenticeship program provided:**
 - (1) **They meet the minimum qualifications.**
 - (2) **The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Western Washington.**
 - (3) **A list of those employers approved as training agents will be maintained and monitored. These employers agree to all Federal and State approved regulations as called for in the WAC.**
- g. **Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided they meet the minimum qualifications.**
- h. **Graduates of committee approved programs may be placed into the "pool of eligible applicants" upon successful completion of minimum qualifications.**

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- i. (Direct Entry) Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. The minimum qualifications of these standards must also be met.**
- j. (Direct Entry) Where an employer must comply with governmental local hiring/training requirements and other government mandated affirmative action hiring requirements as required by governmental rules, policies, regulations, ordinances, or other governmental actions, an individual may receive direct entry. (The employer must offer proof in support of this exception to the committee.) For individuals to enter the program through this exception, they must also meet minimum qualifications.**
- k. (Direct Entry - Prior Experience) Where an individual with at least 3 years or 6,000 hours of experience in the trade request entry into the apprenticeship program, they shall be evaluated and interviewed using consistent, standard, non-discriminatory means and may be registered at the appropriate period of apprenticeship. For such an applicant to be considered, they must meet the minimum qualifications.**

Note: All applicants entering through Selected or Direct process must possess the required basic tools for the job before registration. Contact the JATC office for a list.

B. Equal Employment Opportunity Plan:

- 1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment agencies and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 2. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude, shall be applied equally for all applicants.**

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3. To encourage preparatory trade training or other programs designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provision in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

A. Acoustical Applicator, Gypsum Drywall System Installer/Residential Drywall Applicator, and Lather:

The term of apprenticeship shall be three (3) years (3900 - 6000 hours) consisting of six (6) six-months period of reasonably continuous employment.

B. Insulation Applicator:

The term of apprenticeship shall be two (2) years (2600 - 4000 hours), consisting of four (4) six month-periods of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The

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sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All Apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 650 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**A. Commercial: Acoustical Applicator, Gypsum Drywall System
Installer/Residential Drywall Applicator, Insulation Applicator, and Lather**

The ratio of journey-level worker to apprentices is five (5) to one (1). Each employer may hire an apprentice when there are up to five (5) journey-level workers on the jobsite. Additional apprentices may be hired for each multiple of five (5) journey-level workers. See the following chart for clarification.

Number of Journey-level Workers Per Jobsite	Max Nr of Apprentices Per Jobsite
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5
26-30	6
31-35	7
36-40	8
41-45	9
46-50	10
51-55	11
56-60	12
61-65	13
66-70	14
71-75	15
76-80	16

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81-85	17
86-90	18
91-95	19
96-100	20

B. Residential: Gypsum Drywall System Installer/Residential Drywall Applicator

The ratio of journey-level workers to apprentices is one (1) to one (1). Each employer may hire an apprentice for each journey-level worker on the jobsite.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid on a progressive percentage basis of the prevailing journey-level worker wage, as established by the bargaining agreement. All pay increases for all apprentices shall be subject to approval by the Apprenticeship Committee. In addition, the apprentices shall be eligible for any and all fringe benefits as established in the bargaining agreement.

A. Acoustical Applicator, Gypsum Drywall System Installer/Residential Drywall Applicator, and Lather:

Step	Number of hours/months	Percentage of journey-level rate
1	650 - 1000 hours	50%
2	650 - 1000 hours	60%
3	650 - 1000 hours	68%
4	650 - 1000 hours	76%
5	650 - 1000 hours	84%
6	650 - 1000 hours	92%
Total	3900 - 6000 hours	

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B. Insulation Applicator:

Step	Number of hours/months	Percentage of journey-level rate
1	650 - 1000 hours	50%
2	650 - 1000 hours	60%
3	650 - 1000 hours	75%
4	650 - 1000 hours	90%
Total	2600 - 4000 hours	

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

During the Apprenticeship, the apprentice shall receive such instruction and experience in all phases necessary to develop a practical and skilled mechanic versed in the theory and practices of the LADS Industry.

The major work processes in which the apprentice will be trained are as follows, but are not necessarily in this sequence, which processes shall include only those within the trade as it applies to trade:

A. <u>Acoustical Applicator</u>	<u>APPROXIMATE HOURS</u>
1. Tools and materials identification, use and safety	200 - 300
2. Layout (all phases)	600 - 900
3. Leveling and alignment	500 - 700
4. Suspended ceiling, exposed grid	600 - 1000
5. Suspended ceiling, concealed grid	500 - 700
6. Suspended ceiling, concealed Spline.....	300 - 500
7. Integrated ceiling systems	200 - 300
8. Glue and stapled acoustical ceiling.....	300 - 400
9. Elevated floors.....	200 - 300
10. Installation of batt and blanket insulation - faced and unfaced with separate vapor barrier	100 - 200
11. Application of blown, sprayed, and foam insulation and fireproofing.....	100 - 200
12. Installation of insulation, sound and thermal in partitions, ceilings, and floors.....	300 - 500
TOTAL HOURS:	3900 - 6000

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B. Gypsum Drywall System Installer/Residential

Drywall Applicator

APPROXIMATE HOURS

- | | | |
|-----|----------------------------------------------------------|------------|
| 1. | Tools and materials identification, use and safety | 100 - 200 |
| 2. | Layout (all phases) | 400 - 600 |
| 3. | Wallboard application (interior & exterior) | 800 - 1200 |
| 4. | Metal framing - non-load bearing | 600 - 900 |
| 5. | Metal framing - load bearing | 600 - 900 |
| 6. | Moveable partitions | 300 - 400 |
| 7. | Sound Control | 50 - 100 |
| 8. | Leveling and alignment | 500 - 700 |
| 9. | Suspended drywall grid systems..... | 250 - 500 |
| 10. | Elevated floor systems | 300 - 500 |

TOTAL HOURS

3900 - 6000

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C. Insulation Applicator

APPROXIMATE HOURS

- | | | |
|-----|-----------------------------------------------------------------------|-----------|
| 1. | Tools and materials..... | 104 - 160 |
| 2. | Installation of batt type insulation with vapor barrier | 325 - 500 |
| 3. | Installation of unfaced insulation and separate vapor barrier | 325 - 500 |
| 4. | Installation of blown, spray, and foam type insulation | 325 - 500 |
| 5. | Blown, spray and foam equipment..... | 195 - 300 |
| 6. | Layout and installation of semi-rigid and rigid type insulation | 318 - 490 |
| 7. | Layout and installation of furring channel..... | 195 - 300 |
| 8. | Layout and installation of mechanical fasteners..... | 390 - 600 |
| 9. | Installation by adhesive methods..... | 163 - 250 |
| 10. | Installation of insulation in sound rated partitions and ceilings ... | 260 - 400 |

TOTAL HOURS:	2600 - 4000
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D. Lather

APPROXIMATE HOURS

1. Nail/screw-on plaster board, wall board, and acoustical board and other materials used for plaster base and backing..... 1500 - 2000
2. Nail/screw-on metal lath, wire mesh, strips and angles..... 300 - 500
3. Nail/screw-on corner beads, base screeds, door trims, window trims and other metal trims pertaining to the trade of lathing 300 - 500
4. Clips and hangers and light iron ceiling construction..... 300 - 500
5. Wall furrings, pilasters and all partitions construction 300 - 500
6. Tying-on metal lath and clipping on board and metal lath 300 - 500
7. Ornamental construction such as beam light troughs, vaulted ceilings and welding 300 - 500
8. Tying corner beads, base screed, metal base, metal trim and all accessories 300 - 500
9. Reading plans, specifications and practical layout 300 - 500

TOTAL HOURS: 3900 - 6000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college: **Renton Technical College**
- () Private Technical/Vocational college
- (X) Training trust
- () Other (specify)

160 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures:

a. Committee:

- (1) All committee members shall be actively participating in the industry as an employer, supervisor, employee or employee representative.**
- (2) A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of two (2) members from employers and two (2) members from the employees.**
- (3) The Committee may accelerate, extend, or demote, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- (4) Extended period of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.**

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b. Apprentice:

- (1) It is the apprentice's responsibility to keep his or her current address on file with the committee and training center.**
- (2) It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Coordinator's office, monthly, after they have been signed by the employer or an appropriate representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) month and year of report, as well as hours of work performed.**
- (3) Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site.**
- (4) Apprentices must have adequate transportation to the job.**
- (5) Apprentices must procure additional prescribed tools as advancements occur. No apprentice may be granted journey level status without a toolbox inspection. A tool list is available upon request and is included in orientation.**
- (6) Apprentices may request credit for previous experience. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation.**
- (7) Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been re-classified as a journey-level worker.**
- (8) No apprentice shall act as a foreman, contractor or employer.**

c. Employers:

- (1) All apprentices shall be released from "on-the-job" commitments to attend scheduled related instruction.**
- (2) The employer shall be included in the evaluation process through jobsite evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.**

2. Disciplinary Procedures:

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- a. Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension or cancellation of their Apprenticeship Agreement.
- b. An apprentice may be removed from related instruction for substandard performance, improper conduct, indifference to the rules and regulation, or insubordination and may be cited to appear before the JATC.
- c. Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship Agreement.

d. **Related Instruction:**

- (1) Apprentices are required to attend classes as scheduled. If he/she cannot attend as scheduled, he/she may contact the school to be rescheduled.
- (2) Attendance is mandatory for all classes. If an absence occurs, the apprentice will be assigned to a make-up class. No raises will be approved if attendance is not in compliance. Failure to attend classes will result in the apprentice being cited to appear before the JATC and would be subject to cancellation from the program.
- (3) Apprentices must be on time for class. If an apprentice is tardy three times, he/she may be cited to appear before the JATC and would be subject to cancellation from the program.
- (4) All apprentices must observe WISHA and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited to appear before the JATC and would be subject to cancellation from the program.
- (5) Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must remove themselves from the building.
- (6) As of January 1, 2006, apprentices that score 70% or less on Motivation Development, Inc. (MDI) Math Test are required to enroll in an Adult Basic Education (ABE) class within three months of entry into the program. Apprentices must pass the ABE math test with a minimum score of 70%. Failure to comply, the apprentice will be cited to appear before the JATC and be

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subject to disciplinary action, suspension, or cancellation from the program.

- (7) Apprentices are required to pass a trades-related math test with a minimum score of 70% before being approved for an uprate from 2nd bracket to 3rd bracket. The apprentice will have three chances in a six month period to pass this test. After the first failure, the apprentice will have a personal review by the coordinator. After the second failure, the apprentice will be required to enroll in an Adult Basic Education (ABE) class and pass the ABE math test with a minimum score of 70%. After the third failure, the apprentice will be cited to appear before the JATC and will be subject to disciplinary action, suspension, or cancellation from the program.
- (8) Apprentices are required to purchase class-related text books by the first day of class and must bring appropriate tools to all classes. Failure to comply, the apprentice will be cited to appear before the JATC and will be subject to disciplinary action, suspension, or cancellation from the program.

e. Employability:

- (1) An apprentice who has been issued an "ineligible for rehire" notice will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment.
- (2) A second notice will result in a committee citation where the apprentice could be canceled from the program.
- (3) A complaint by employers or superintendents will also trigger an interview by the Coordinator who may outline corrective steps leading to successful employment.
- (4) A second complaint may result in a citation to appear before the JATC.
- (5) An apprentice who fails to sign the out of work list when unemployed, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal to sign the out-of-work list or refusal to accept a dispatch may result in a citation to appear before the JATC.

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- (6) Apprentices who accept a dispatch and who do not show up for work may be cited to appear before the JATC and may be canceled from the program.
- (7) Apprentices must maintain reasonably continuous employment, when work is available. Any apprentice who has not worked at least 250 hours in the previous 3 months for a contributing employer will be interviewed and may be cited to appear before the JATC. Apprentices who have been cited for lack of work hours will be allowed to attend class until such appearance is made.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information

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- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

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1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Apprenticeship Committee shall be composed of an equal number of members representing the employers of the industry and an equal number of members representing the Pacific Northwest Regional Council of Carpenters, including designated alternates, selected by the groups they represent. The

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designated employer or employee alternate shall be afforded full apprenticeship committee responsibilities when a regular employer or employee apprenticeship committee member is absent. Alternates may be an uneven number. Committee members may not be an uneven number.

A quorum shall consist of two (2) members from employers and two (2) members from the employees.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Bob J. Susee, Chairman
Western Partitions, Inc.
7105 29th St. E.
Tacoma, WA 98425**

**Rick Mueller
Pacific Construction Systems, Inc.
2275 116th NE
Bellevue, WA 98004**

**Kelly Harris
Anning Johnson Company
14700 NE 95th St. #201
Redmond, WA 98052**

**Stan Lampinen
Expert Drywall, Inc.
15140 NE 92nd St.
Redmond, WA 98052**

**Gary Rothfus
Mehrer Drywall, Inc.
2657 20th Avenue West
Seattle, WA 98199**

The employee representatives shall be:

**Rudy C. Guillen, Secretary
Local 1144
2800 1st Avenue
Seattle, WA 98121**

**Ronald L. Turner
Local 1144
2800 1st Avenue
Seattle, WA 98121**

**James A. Haun
Local 1144
2800 1st Avenue
Seattle, WA 98121**

**Darrell Richards
Division 9 Contractors
P.O. Box 3304
Bellevue, WA 98009**

**Roger Daignault
Pacific NW Dist. Council of
Carpenters
1322 S. Fawcett, Room 26
Tacoma, WA 98402**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Stephen C. Ignac, Coordinator
PO Box 3076
Renton, WA 98056**

**William McKenna, Training Director
20424 72nd Ave South
Kent, WA 98032**